

CITY OF BURBANK

ADMINISTRATIVE ANALYST I

DEFINITION

Under supervision, to assist with a variety of routine administrative, operational, research, financial, and analytical tasks; and to do related work as required.

ESSENTIAL FUNCTIONS

Assists with basic research, studies, surveys, and data gathering; prepares written reports and may assist in the preparation of presentations; assists with the implementation of existing policies, procedures, and practices, including routine personnel policy; assists in budget preparation, expenditure monitoring, and routine performance measurement monitoring; writes legislative correspondence; assists with responses to departmental and citizen inquiries; may assist with implementation of and compliance monitoring for contracts; may assist with community outreach or the administration of community programs; may serve as staff to elected officials.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – basic principles of Public Administration, governmental budgeting, and fiscal management; basic research methods and analytic techniques; applicable local, state, and federal laws and legislation; English usage, spelling, grammar, and punctuation; modern office procedures, methods, and equipment including but not limited to computer equipment and supporting software.
- Ability to – conduct basic research and compile data; compile and analyze basic financial and budgetary statements and reports; communicate effectively both verbally and in writing using professional writing techniques; establish and maintain effective working relationships with supervisors, fellow employees, the public, and outside agencies; maintain confidentiality as may be required.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Bachelor's degree in public administration, business administration, or a work related field.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.